Training Strategic Level Working Group
May 19, 2004
Meeting Notes

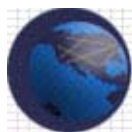|	
Meeting Date	May 19th, 2004 10-11:30 am
Attendees:	**Facilitator**: Ed Maibach, PhD, Associate Director NCI **Participants:** UC Davis Cancer Center: David M. Rocke, PhD Holden Cancer Center: Todd Scheetz PhD, Terry Braun PhD Institute for Cancer Prevention: Edith A. Zang, PhD, Brian Pittman MS OHSU: Shannon McWeeney, Ph.D., Edwin Quick, MMI Abramson Cancer Center: David Wang UPMC: Michael Becich, M.D., PhD, Jim Harrison Cold Spring Harbor Laboratory: Adrian Arva Patient Advocate: Richard Boyajian RN, MS, ANP Un-represented: University of Chicago, Johns Hopkins. Mayo Clinic NCI Tamara Maze-Gallman, Latonya Kittles, Lynette Grouse Booz Allen: Cait Cusack, Theo Wills
Agenda	1 Review and finalization of May 5th meeting notes 2. Liaison Summaries 3. Subcommittee update 4. Webcast availability 5. Review of new Action Items 6. Other issues and concerns 7. Confirmation of next meeting
1. Review and finalization of May 5th meeting notes	Edith pointed out that the subcommittee members in the May 5th meeting notes are inaccurate due to addition of members since that time. We will keep the member list current in each meetings notes Notes were approved, finalized and will be distributed to the group and posted to the forum

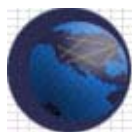| 2. Liaison Summaries	Brief summaries from our liaisons to other groups were given:
	1. ICR-Edith Zang
	• As reported in the last teleconference this group has divided into 7 special interest groups. Each group established a mission
	• Translational (Clinical Integration)-met May 3rd
	o This SIG's mission is to develop tools that can integrate experimental and clinical data.
	o Tools that could be used in the experimental design and related tools are of utmost importance in this sub-group.
	o Standards for controlled vocabularies should be determined.
	o A list of standard vocabularies has been developed by one group, which was later updated through input from other groups.
	• Pathways- met May 4th
	o A need to collate more signaling pathway data was identified
	o Other pathway data sources, of which there are more than a hundred, will be provided by the Memorial Sloan Kettering Institute, and will be displayed on the website.
	• Microarray Repositories-met May 5th
	o The main goal of this group is to prioritize capture, storage and utilization of Microarray data.
	o There is a basic need for a common repository and a robust way to query it is also very important.
	o MIAME standards are very good and useful, but it should not be compulsory for all experimentalists to abide by these standards. Simply put, the standards should be a little flexible.
	o NCICB is providing a presentation on May 17 at 1 P.M. on the caArray, which is due to be released in Sept 2004.
	• Gene Annotation/ Collaborative tools-met May 6 and May 13
	o The goal of this group is to provide "data and tools for genes and gene products".
	o ENSEMBL is the most reliable of all annotations.
	o 'Goontology' was proposed to be used by this group.
	• Data analysis & Statistical methods-met May 7
	o The goal of this group is to provide tools for genes and gene products.
	o Will support experimental scientists with Biostatistics
	o The group discussed the need for experimentalists to understand data analysis, as there is a shortage of trained biostatisticians.
	• Computational Genomics-met May 10
	o The focus of this group is to provide tools for whole genome

analysis.

- Informatics for Proteomics-met May 11
  - The goal of the group is to develop and adopt tools that support Proteomics.
  - Protein identification, protein abundance and post-Translational modifications are some areas of discussion in this sub-group.
- Overall Workspace held a teleconference May 12th
  - There was a brief update of the activities of the individual SIGs by Juli Klemm, the moderator of the ICR workspace.
  - The various liaisons gave an update of the work done by the other research group.
  - Update on the various Webcasts

2. Architecture -Jim Harrison

- Vocab and CDE liaisons met for the first time on a call May 18th

- Nothing applicable to training at this point

- Other calls have been arranged between the liaisons and the various development groups.

- Intent is for the Developer Training subcommittee to piggyback on to those to solicit development training needs

3. Clinical Trials-Mike Becich

- Putting together task orders related to their group

- Adverse Event Reporting and laboratory date interfacing are critical needs

- However the group has concluded that the core substrate from the group will be a Protocol Offering Tool.

  - Similar to what is being done in Tissue Banks and Pathology Tools

  - There needs to be a base application or module that will allow the appropriate architecting of a system. This application or module needs enough functionality so that other applications or modules can be adopted to it.

  - Need a pathway to caBIG compliance for Clinical Trials to get underway

- Identified the need for an object model for the application itself.

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	Very difficult to use caDSR towards caBIG compliance without have this object modeling. caDSR will need some rethinking since there is no object modeling for any of the domain workspaces
	
	• Task orders for all 3 developer sites will likely be a significant amount of work for the object modeling for what we are trying to build for caBIG in each of the domain spaces
	
	• Jim brought up that there is a need for standards at three models
	
	    o The object model-proposed to be a UML model
	
	    o CDE- a good bit of this is in caDSR
	
	    o Standard vocabularies to populate the CDEs

3. Subcommittee Updates	1. **Developer Training Subcommittee**-Jim Harrison • The group members as of May 19, 2004 are: **Training Group-Developer Subcommittee**<table><tr><td>**Name**</td><td>**Center**</td></tr><tr><td>Jim Harrison-Chair</td><td>University of Pittsburgh Cancer Institute</td></tr><tr><td>David M. Rocke, Ph.D.</td><td>UC Davis Cancer Center</td></tr><tr><td>Terry Braun Ph.D.</td><td>Holden Comprehensive Cancer Center at Iowa</td></tr><tr><td>Christopher Chute, M.D., Ph.D.</td><td>Mayo Clinic College of Medicine</td></tr><tr><td>Michael Becich, M.D., PhD</td><td>University of Pittsburgh Cancer Institute</td></tr><tr><td>Marsha Reichman Ph.D.</td><td>NCI</td></tr><tr><td>Lynette Grouse</td><td>NCI</td></tr></table> • The Group held a meeting on May 12th • Arumani Manisundaram, the Architecture Workspace lead, was present at the meeting to discuss the work being done in that space • The Best Practices subcommittee, which Jim is a member of, is working on the same evaluation of developer needs that this group proposed to work on. The subcommittee thus decided to piggyback on to that work. • This group will identify those issues important to training and bring those to the best practices group to be certain we obtain that

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information from the developers

- The group plans to have an outline of a project plan at the end of June and a full project plan by Sept 1, 04

- The following Mission has been proposed and has been distributed to the group and posted on the forum for review:
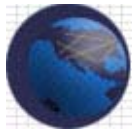
Short term: Assess the needed form and content for caBIG developer training and documentation materials, identify existing electronic and print training resources suitable for use within caBIG and collaborate with the Adopter Training Subcommittee to provide developer training materials related to standard methods for documentation of caBIG tools and projects, with the goal of promoting the rapid development of a standards-based software sharing community.

Long term: Design standards, protocols and templates for training materials for developers; identify existing training resources applicable to caBIG; and coordinate training sessions for caBIG participants thus setting common standards for, and ensuring consistency in, the development of caBIG tools.

2. **Adopter Training and Evaluation Subcommittee-**Edith Zang

- The group members as of May 19, 04 are:

Training Group-Adopter Subcommittee	
Name	**Center**
Edith A. Zang, Ph.D., Chair	Institute for Cancer Prevention
Naveen Vinukanda MS	Institute for Cancer Prevention
Brian Pittman MS	Institute for Cancer Prevention
Shannon McWeeney, Ph.D.	OHSU Cancer Institute
Edwin Quick, MMI	OHSU Cancer Institute
David Fenstermacher, Ph.D.	Abramson Cancer Center of the U of Penn
Adrian Arva	Cold Spring Harbor
Lenora Johnson	NCI
Marsha Reichman Ph.D.	NCI
Lynette Grouse	NCI
Leslie Derr	NCI

- The Group held a meeting May 12th

- The following Mission Statement was proposed and has been distributed to the group and posted to the forum for review:

"To design standards, protocols and templates for the development of adopter training materials, and to set common standards for the documentation and evaluation of caBIG tools, in order to ensure consistency in these procedures across adopters and other groups within the caBIG program"

- The group identified action items and deadlines for them
  - To identify existing training materials
  - Outline an SOP and circulate it to the group with a goal of having a broad framework of the SOPs prepared for the face to face meeting
  - Intent is for this group to develop SOPs to then be shared with the other Training subcommittee groups and then to be shared across workspaces and working groups to ensure consistency
  - Plan to work on a project plan over the summer to be completed by Sept 1, 04

3. **Communication Training Subcommittee**-Richard Boyajian

- The Group members as of May 19, 04 are:

Training Group-Communications Subcommittee	
Name	**Center**
Richard Boyajian RN, MS, ANP-Chair	Dana Farber Cancer Institute
Todd Scheetz PhD	Holden Comprehensive Cancer Center at Iowa
Thomas Casavant PhD	Holden Comprehensive Cancer Center at Iowa
Michael Becich, M.D., PhD	University of Pittsburgh Cancer Institute
LaTonya Kittles	NCI Office of Communications

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Tamara Maze-Gallman	NCI Office of Communications
Leslie Derr	NCI
Lynette Grouse	NCI

- The group held a meeting on May 17th

- The following Mission Statement was proposed and distributed to the group and posted to the forum for review

"To support communication between the Training Strategic Level Working Group and caBIG Working Groups and Work Spaces regarding training related materials. To support the dissemination of Training materials to the Cancer Centers and the caBIG community at large. To review training materials for users as developed by the adopter community to ensure that these materials support the ease of use of caBIG applications and tools. To assist, guide and support the caBIG Communications Team in their development of a toolkit to be used by the greater caBIG community to promote the caBIG project. To provide guidance on caBIG communication tools and materials devised by the caBIG communications team to meet the needs of caBIG participants and greater cancer center research community"

- The group will focus at first on presentations and a presentation toolkit. This toolkit will likely contain a caBIG slide presentation, boilerplate materials, logos, graphics, a media kit, materials to work with the Center's Public Affair's Offices, ideas to promote caBIG within the Centers as well as external to the Centers

- The group will be used in an advisory role, no real creation of materials. They will review material for appropriateness for the target group and to review the broader ideas brought to the group

- The group is awaiting the Communications Plan from the overall caBIG Communications Team

4. Webcasts	• Discussed the availability of the Webcasts and how to locate them. Suggested this group can give feed back on how those are working. • Terry Braun gave feedback that they are pretty good although very introductory. He will jot down some of his thoughts so that feedback can be passed on to the appropriate individuals • Ed Maibach suggested an email screen to open at the end of the Webcast to give immediate feedback on the Webcast. This option will be investigated • The early Webcasts not been fully subscribed. It is felt that this is probably due to groups not being fully engaged until contracts are signed or due to the sheer volume of material that is being presented at this point.
5. Review Key Actions Agreed Upon	• Most action items were generated from the subcommittee meetings and those lists were distributed May 18, 04
6. Other Issues and Concerns	There was a discussion around contract concerns. Denise Tingle from BAH addressed some of those concerns and requested that there be further discussions in a contract discussion rather then within the forum of a Working Group Meeting
7. Confirmation of Next Meeting	Our next meeting will take place June 2, 04 at 10 am ET.

Action Items:				
	Individual Responsible	Action Item	Due Date	Notes

	BAH	Check on the feasibility of having an evaluation screen open up at the web cast in order to provide immediate feedback	June 2, 04	
	BAH	Finalize May 5th teleconference notes and post to forum	May 21, 2004	

Training SLWG
May 19, 04